

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Recruiting Bulletin**

Amendment date October 27, 2008

This amendment changes the **EXCEPTED SERVICE APPOINTMENT date**. This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010, and may be extended beyond 9/25/2010 if agency needs arise.

ISSUE DATE: April 22, 2008

INTERIM CLOSING DATE: May 9, 2008

CLOSING DATE: Open Continuously

Recruiting Bulletin No. 28-08-D10-IRB-057A

Charlotte Regional Census Center

Charlotte, North Carolina

Special Note: Referral list may be issued after the interim closing date. Applications will be accepted continuously and referral lists created as needed.

REGIONAL TECHNICIAN

Kentucky

Number of Vacancies: Few

GG-0301-07 - \$36,822 - \$49,805 per year

GG-0301-09 - \$45,040 - \$60,932 per year

GG-0301-11 - \$54,494 - \$73,716 per year

GG-0301-12 - \$65,315 - \$88,357 per year

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010, and may be extended beyond 9/25/2010 if agency needs arise.

DUTY STATION: The incumbent's official duty station will be his or her area of assignment and may be removed from the Regional Census Center (RCC) city.

AREA OF CONSIDERATION: All current Census employees who reside in the state of Kentucky. All current Census employees serving on an appointment of longer than one year (i.e., time-limited appointment, indefinite, or competitive)

Note: All current Census employees on a less than one year appointment, such as LCO employees must apply to the external recruiting bulletin.

Applicants who reside in the following locations/counties as listed will receive first consideration:

- Louisville metropolitan area limited to the counties of Jefferson, Bullitt, Hardin, Meade, Oldham, Shelby, Trimble, Henry, Spencer, Nelson, Larue and/or

- Lexington metropolitan area limited to the counties of Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Grant, Harrison, Jessamine, Lincoln, Madison, Mercer, Montgomery, Owen, Pendleton, Powell, Scott, Woodford and/or
- Rest of state

FAIR LABOR STANDARDS ACT (FLSA): Grade GG-07 is nonexempt from the minimum pay and overtime provisions of the FLSA (as amended by P.L. 93-259) based on the absence of duties, which are identified with exemption criteria. NOTE: Grades GG-09, GG-11, and GG-12 are exempt.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned Regional Census Center (RCC) for the 2010 Census. Working under specific direction from the RCC, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, office and evaluation operations, space and/or leasing, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the Local Census Offices (LCO) to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a RCC staff representative between assigned LCOs and RCC or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the RCC and the LCO.

QUALIFICATIONS: Applicants must have the experience or education indicated below or a combination of both.

GG-07: Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-09: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-11: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. **Education:** Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-12: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA:

Candidates will be evaluated on the extent and quality of their experience, education and accomplishments as related to the following elements.

To be considered applicants must submit a separate, individual statement addressing each of the following evaluation criteria:

Note: Failure to submit individual statements about each of the following evaluation criteria will result in the application being rated ineligible for consideration.

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operation.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

Payment of relocation expenses **IS NOT** authorized.

BASIS OF RATING: Applicants will be evaluated on the extent and quality of their experience and/or education. Time-in-grade requirements must be met by the closing date of the announcement.

HOW TO APPLY: Separate applications are required for each grade for which you wish consideration. An applicant may submit a separate completed Optional Application for Federal Employment (OF-612), or a resume.

List your work duties and accomplishments relating to the job for which you are applying. Provide the dates of your employment and the number of hours you worked per week.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

-Applicants must indicate the county where they live.

- Recruiting Bulletin number, title, and lowest grade acceptable

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number

- Country of citizenship (this Federal job requires U.S. citizenship).

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Individuals with a disability may request reasonable accommodations by calling 704-909-6700.

Complete application package must be received by the closing date of the bulletin and submitted to:

**U. S. Census Bureau
Charlotte Regional Census Center
3701 Arco Drive – Suite # 250
Charlotte, NC 28273**

ATTN: Pamela Warren

**Phone Number: 704-909-6700
Fax: 704-936-5259**

APPLICATION DEADLINE: There is no closing deadline for this vacancy. Referral lists will be generated as needed.

CONDITIONS OF EMPLOYMENT:

-Candidates for Regional Technician must provide his or her own mode of transportation and be prepared to travel extensively throughout the state.

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.